

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 50 OF 2023**

### **Vacancy for Post of Inspector, Specialised Schools/Day Care Centres Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified officers of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Inspector, Specialised Schools/Day Care Centres in the Ministry.

#### **II. QUALIFICATIONS**

By selection from among officers in the grades of Head, Specialised Schools and Head, SEN Resource Centres who reckon at least three years' service in a substantive capacity in their respective grade and who –

- (i) are dedicated to the cause of children with special needs;
- (ii) possess communication, interpersonal, analytical and supervisory skills;
- (iii) are tactful and proactive; and
- (iv) are well versed in administrative matters, academic needs as well as training needs of staff of Specialised Schools and Integrated Units.

#### **NOTE**

Inspectors, Specialised Schools/Day Care Centres will be required to follow successfully a course leading to the Diploma in Educational and Supervisory Inspection at the Mauritius Institute of Education or such course as approved and arranged by the Ministry to be eligible for consideration for promotion as Senior Inspector, Specialised Schools/Day Care Centres.

#### **III. ROLE AND RESPONSIBILITIES**

To ensure efficient and effective implementation of government projects and programmes with a view to improving the process of quality education in various Governmental and Non-Governmental Institutions.

#### **IV. DUTIES AND SALARY**

1. To advise all Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry on all innovative programmes/policies to be implemented.

2. To supervise, inspect, report and apply corrective measures on the work of teachers and government staff posted to the Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry.
3. To supervise, inspect and report on utilisation of resources in Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry.
4. To carry out registration of Special Education Needs Schools and Day Care Centres, as and when required.
5. To be responsible for staff development programmes, manpower assessment, technical assistance and training needs for the efficient discharge of Specialised Schools/Day Care Centres, SEN Resource & Development Centres and Integrated Units.
6. To ensure the implementation of all educational programmes and projects aimed at enhancing the quality of education.
7. To formulate proposals for curriculum development in line with the aptitudes of children with impairments, evaluate curriculum materials produced and initiate remedial action.
8. To hold meetings, briefing sessions, workshops for the benefit of the teaching staff posted to Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry.
9. To carry out system evaluations yearly and submit assessment reports.
10. To facilitate and monitor the implementation of Individual Education Plan (IEP).
11. To ensure compliance with norms and standards and other requirements of the SEN sector.

12. To examine and process –
  - (a) applications for the payment of Grant in Aid and Supplementary Food Programme to Non-Governmental Organisations' SEN Institutions registered with the Ministry; and
  - (b) requests for human resources as well as request financial assistance for the purchase of specialised equipment and pedagogical materials.
13. To carry out networking among all Special Needs Schools and SEN Resource & Development Centres.
14. To use ICT in the performance of his duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Inspector, Specialised Schools/Day Care Centres in the roles ascribed to him.

#### **Note**

The Inspector, Specialised Schools/Day Care Centres may be required to participate in courses locally or abroad as approved and arranged by the Ministry.

The permanent and pensionable post carries salary in scale Rs 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 61,000 a month.

#### **V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:  
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address [support@ncb.mu](mailto:support@ncb.mu) or on phone number **454 9955**.

5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org) or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

#### **VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 17 July 2023.** Applications received after the specified closing date and time will **not** be considered.

**Date: 27 June 2023**

Public Service Commission,  
7, Louis Pasteur Street,  
**FOREST SIDE.**